Prerecording Your Presentation in Zoom

Note: in order to record your presentation, you must first download and install the Zoom client: https://zoom.us/download.

1. Open Zoom. In your profile, click "Settings", then "Recordings".   Be sure that Local Recordings is on.
2. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.
3. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.
4. The size of the webcam will be 224x126 pixels in the upper right corner.   Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images.   Please adjust your presentation accordingly.
5. Become familiar with the Zoom tools available at the bottom of your screen.   We encourage the use of the embedded laser pointer during the recording. Press the "Record" button.   Select "Share Screen" and begin your presentation.
6. Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting—which will stop the recording.   It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

Helpful Hints

- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.